



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**EXECUTIVE ASSISTANT  
(6 MONTH LIMITED-TERM POSITION)**

**\$2,926 - \$3,556**

**LEGISLATIVE OFFICE  
300 Capitol Mall, Sacramento**

The Department of Insurance is seeking an experienced individual to serve as the Executive Assistant to the Deputy Commissioner, Legislative Office. The successful candidate must have outstanding secretarial and public contact skills and experience.

**RESPONSIBILITIES:** The Executive Assistant will provide analytical, administrative assistance, and secretarial support on sensitive issues relative to the Department's legislative program, will provide overall management and general support to the operations of the Legislative Office, and will relieve the Deputy Commissioner of administrative detail. Duties will include but are not limited to: reviewing and analyzing legislative bills and insurance code provisions as assigned; gathering, researching, and analyzing data in the preparation and development of materials for reports and/or special projects; researching confidential and sensitive issues and composing letters, memos, etc. in response to correspondence on behalf of the Deputy Commissioner; screening, redirecting or responding to telephone calls and correspondence from high level contacts, legislators and their staff, and the general public; maintaining and coordinating the appointments/scheduling activities and calendar of the Deputy Commissioner; composing, preparing and/or editing correspondence and documents; developing and maintaining automated tracking systems; and maintaining confidential and sensitive files.

**DESIRABLE QUALIFICATIONS:** Excellent written/verbal communication and public relations skills; excellent organizational skills with the ability to work independently and exercise sound judgement in completing assignments in a timely and efficient manner; ability to exercise discretion and diplomacy on confidential and sensitive assignments; strong computer skills – proficiency with Microsoft Word for Windows and Excel; ability to interact tactfully with the public, elected officials and their staff, and with staff at all levels within the Department; possess a cooperative attitude and commitment to teamwork in a fast paced environment; knowledge of the legislative process is desired.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Executive Assistant level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, Training and Development or list eligibility) on the state application.*

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Christopher Flora, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate “Executive Assistant, #115-1728-XXX” on the State application.** For additional information, please call (916) 492-3260.

**FINAL FILING DATE:** April 9, 2001 or until filled

**NOTE:** Interested individuals, including list eligibles, must submit application by the final filing date in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**